

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Forestry Aide</b>	
		Division and/or Subdivision <b>Resource Management/ L. A. Moran Reforestation Center (LAMRC)</b>	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Davis</b>	
		Class Title of Position <b>Forestry Aide</b>	
		Position Number <b>542-720-1060-910</b>	
		Effective Date <b>July 2021</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the supervision of the Forester III (LAMRC Manager), the Forestry Aide regularly performs subprofessional work related to the Cone and Seed Operations at the L.A. Moran Reforestation Center. This position provides assistance in cone and seed processing, testing, storage, transportation of seed, maintenance of Center facilities and equipment, and Center safety.</p> <p>Duties and Responsibilities:</p> <p>*Assists with cone and seed processing including: disbursement of cone collection supplies, cone delivery, cone sampling, cone cutting tests, after-ripening, turning cone sacks, preparation of cones for drying via solar or kiln drying, tumbling cones for seed extraction, spent cone handling, screening seed, dewinging seed, upgrading seed with air separation equipment, hand cleaning seed and other processing methods as required to handle cones and seed of all species at the Center. Assists with records related to the above. Job duties may include calculation, and data analysis may be involved. Assists with the modification and fabrication as well as maintenance of both new and existing processing equipment. Operates equipment associated with the above including forklift, tumbler, kiln, dewinger, screen machines, X-ray and monitor, air separators, balances, bander, air compressors, generators, and other equipment.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
<b>Job qualifications and/or conditions of employment:</b> Obtains training and maintains qualifications and certificates to operate all nursery equipment required, which includes receiving training from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift. The incumbent may be required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. The incumbent is required to wear respiratory protection equipment, including Self-Contained Breathing Apparatus – (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical condition of the incumbent. As such, CalOSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position  
Forestry Aide

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Operates and maintains nursery equipment as required in the mobile equipment policy handbook and assists with maintenance of the overall facilities. Performs routine site maintenance including miscellaneous repairs, mowing lawns, watering and weeding landscape plantings at the facility, has knowledge of and knows proper use of a variety of gardening and hand tools. Assists with maintenance of the Seed Production orchard as needed. Participates in periodic site safety inspections and meetings and performs other duties as required.
20%	*Assists with seed testing, seed storage and stratification: pulls seed from the storage freezer, prepares seed for stratification and monitors seed during strat, measures seed moisture content and dries seed if necessary, weighs and prepares seed for long term storage and/or shipping. Calculates seed lot purity percentage, seed per pound, assists with germination tests and calculates germ percentage, and assists with records related to all of the above. Assists with special cone, seed, and seedling studies as needed.
15%	*May act as a leadperson to the California Conservation Corps (CCC), hired crews and other appropriate paid or volunteer staff assigned to the center.
5%	*Assists the Department when needed in performing fire suppression and controlling other emergencies. Receives appropriate training as needed to gain or maintain qualifications to perform the above.
	Desirable Qualifications: Possession of a valid California Drivers license
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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Personnel use only

☐ Posted to Directory

\_\_\_\_\_  
Initials and Date